



**APPLICATION DEADLINE  
Postmarked by May 3, 2017**

Dear Marketplace Vendor Applicant:

The Grapevine Convention & Visitors Bureau invites you to apply to participate in the 31<sup>st</sup> Annual GrapeFest® – A Wine Experience to be held September 14, 15, 16 and 17, 2017.

Please follow all application instructions carefully and note that the deadline for submitting the application for GrapeFest is **May 3, 2017**. Applications postmarked by May 3, 2017 will be considered on time. Due to the volume of applicants and limited space, we are unable to accept late applications – **the deadline date is firm**.

All applicants will be notified by letter of acceptance or non-acceptance by mail and email by June 14, 2017. Checks and photos (if applicable) are returned to applicants not selected.

The following items must be completed and enclosed for the application to be considered:

- (1) **Completed Application;**
- (2) **Notarized Hold Harmless Agreement;**
- (3) **Payment (the payment will only be deposited if you are accepted);**
- (4) **Current 4x6 photos of your products and your overall display. Maximum of six photos;**
- (5) **Copy of Texas Sales Tax and Use Permit (photocopies are acceptable).**

**Cancellation Policy:**

Cancel prior to June 14, 2017 – 100% refund

Cancel prior to July 14, 2017 – 50% refund

Cancel on or after July 14, 2017 – **No refund**

**GrapeFest is an outdoor event and there are no refunds for inclement weather.**

All cancellations must be in writing and mailed to: GrapeFest, Grapevine Convention & Visitors Bureau, 636 S. Main St., Grapevine, TX 76051 or emailed to [LWolfard@GrapevineTexasUSA.com](mailto:LWolfard@GrapevineTexasUSA.com).

**PLEASE NOTE:**

- **Incomplete applications will not be accepted.** Be certain to initial and sign all required spaces.
- Photos become the property of the Grapevine Convention & Visitors Bureau.
- Submission of application does not guarantee acceptance or placement.
- No pets are allowed on festival grounds with the exception of service/and or guide dogs.
- If accepted, more detailed information regarding load-in instructions will be sent. Festival load-in will take place after 8 p.m. on Wednesday, September 13.

Contact Luke Wolfard, Festivals & Events Manager, at  
817-410-3188 or [LWolfard@GrapevineTexasUSA.com](mailto:LWolfard@GrapevineTexasUSA.com) with questions.

**APPLICATION DEADLINE IS MAY 4, 2017**  
**31<sup>st</sup> Annual GrapeFest® - Grapevine, Texas**  
**September 14, 15, 16 and 17, 2017**

**Official Marketplace Vendor Application**  
(Please print or type)

Company Name:	
Contact Name:	
Mailing Address:	
City, State, Zip:	
Business Phone:	Cell Phone:
Phone Number During Festival:	
Email Address:	
Website Address:	

I authorize Festival Management to share my contact information with anyone inquiring about my product after the festival. **(Please initial to confirm)**

Copy of Sales Tax Permit must be included with application. All sales tax collected from sales at GrapeFest must be paid to the City of Grapevine. Note – Sales Tax Permit not required if no sales of items will take place at GrapeFest. **(Please initial to confirm)**

\_\_\_\_\_ Number of times you have been an accepted vendor at GrapeFest in Grapevine, Texas

## APPLICATION DEADLINE IS MAY 3, 2017

List all Marketplace items that you will be displaying or selling during the festival in the space below. Please include any complimentary promotional items. This list will be included in your vendor listing used for GrapeFest® collateral. Please include a price range and print clearly or type. **Only items listed and approved will be permitted in your booth.** Please use a separate sheet of paper if necessary.

ITEM	PRICE/RANGE	ITEM	PRICE/RANGE

**You must enclose 4x6 photos of all items to be sold and 4x6 photos of booth setup with the application. Photos submitted should showcase the quality of the product and booth setup that you intend to use. Photos will be retained by the Grapevine Convention & Visitors Bureau. These photos are viewed by the selection committee to determine the vendors that are selected. Maximum of six photos permitted.**

**Fees: No cash will be accepted. Checks, cashier's checks or money orders made out to GrapeFest must be paper clipped, not stapled, to the application.**

Please check one:

I need one space (10'x10' area) = \$750       I need two spaces (10'x 20' area) = \$1,500

Length of vehicle and trailer, if applicable, that will be brought onto street during vendor load-in:

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Type of vehicle: \_\_\_\_\_

The GrapeFest Committee reserves the right to assign space in accordance with other vendors and products. Please use this area for comments or requests. Attach additional paper if necessary.

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## APPLICATION DEADLINE IS MAY 3, 2017

### Important GrapeFest® Information

Please initial each item in the space provided indicating you understand and agree.

- \_\_\_\_\_ **Submission of an application does not guarantee acceptance.**
- \_\_\_\_\_ **All sale and display items must be contained within your assigned and marked space.**
- \_\_\_\_\_ All Marketplace vendors must provide their own free-standing, covered tent, supplies and lighting. Vendors must bring a minimum of 100 ft., personally-identified, heavy-duty extension cord. Vendors are responsible for providing their own tents, tables and chairs. Contact Luke Wolfard if you are renting your tent for load-in instructions.
- \_\_\_\_\_ One 110 volt electrical outlet will be provided.
- \_\_\_\_\_ GrapeFest will go on RAIN or SHINE. There are no refunds for inclement weather.
- \_\_\_\_\_ Each accepted Marketplace vendor will receive (2) vendor badges, regardless of booth size for unlimited festival access. Additional badges may be purchased for \$5 each.
- \_\_\_\_\_ There are no provisions for water.
- \_\_\_\_\_ No amplified sound equipment allowed in booth.
- \_\_\_\_\_ The Grapevine Convention & Visitors Bureau will not assume responsibility for damage or theft of your property.
- \_\_\_\_\_ We do not offer **any exclusives** in the Marketplace category.
- \_\_\_\_\_ Festival hours:
- |          |                      |
|----------|----------------------|
| Thursday | 10 a.m. - 10:30 p.m. |
| Friday   | 10 a.m. - 11:30 p.m. |
| Saturday | 10 a.m. - 11:30 p.m. |
| Sunday   | 11 a.m. - 6 p.m.     |

## APPLICATION DEADLINE IS MAY 3, 2017

### Important GrapeFest® Information Continued

Please initial each item in the space provided indicating you understand and agree.

\_\_\_\_\_ Upon acceptance, your set-up will take place after 8 p.m. on Wednesday, September 13, the evening prior to festival opening day.

\_\_\_\_\_ Upon acceptance to GrapeFest, vendors are required to provide a minimum of \$500,000 of general liability insurance. A copy of your certificate naming Grapevine Convention & Visitors Bureau as additional insured must be on file prior to commencing operation.

\_\_\_\_\_ Cancellation policy:           Cancel prior to June 14, 2017 - 100% refund  
  Cancel prior to July 14, 2017 - 50% refund  
  Cancel on or after July 14, 2017 – **No refund**

All cancellations must be in writing and received by the date listed above either by email to LWolfard@GrapevineTexasUSA.com or by mail (see address below).

\_\_\_\_\_ Mail applications to:           31<sup>st</sup> Annual GrapeFest®  
  Grapevine Convention & Visitors Bureau  
  636 S. Main St.  
  Grapevine, TX 76051

My signature acknowledges that I will be present and my booth will be open and staffed during all operating hours of GrapeFest. I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in immediate expulsion without refund. I acknowledge that the following are prohibited: pets, illegal substances or weapons on my person or in my booth or vehicle during the festival.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please initial each box confirming that all items are included with your application:**

- 1. Completed and signed application
- 2. Hold Harmless signed and notarized
- 3. Check, cashier's check, or money order enclosed and made payable to GrapeFest
- 4. Pictures and pricing attached
- 5. Copy of Texas Sales Tax Permit if applicable

# HOLD HARMLESS AND INDEMNITY AGREEMENT

## GRAPEFEST®

September 14, 15, 16 and 17, 2017

I, \_\_\_\_\_, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Grapevine Heritage Foundation, Grapevine Convention & Visitors Bureau, City of Grapevine, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated festival in Grapevine, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed on  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Vendor: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_ known to me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For The State of \_\_\_\_\_.

My Commission Expires \_\_\_\_\_.

(Seal)